



SOL-621-15-000036

August 11, 2015

**SUBJECT: USAID/Tanzania Solicitation for Personal Services Contractor (USPSC)  
Senior Technical Advisor HIV/AIDS Prevention Programming**

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (AID 302-3) of qualified U.S. citizens and Third-Country Nationals (TCNs) interested in providing Personal Services Contract (PSC) services described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time as specified.

Applicants should retain for their records copies of all enclosures which accompany their applications.

Late applications shall not be accepted, unless mishandling occurs after receipt at USAID/Tanzania. The submission deadline is September 01, 2015, at 17:00 hrs, Tanzania time.

This solicitation does not represent a commitment on behalf of the USAID. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of an application in response to this solicitation.

USAID reserves the right to award or not to award a contract as contemplated herein, subject to availability of funds and other internal U.S. Government approvals.

Any questions on this solicitation may be directed to Jolcy Fernandes, Deputy Executive Officer, USAID/Tanzania, who may be reached by phone at (255-22) 2294490, FAX at (255-22) 2294421, or email at [jfernandes@usaid.gov](mailto:jfernandes@usaid.gov)

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## **United States Agency for International Development (USAID)/Tanzania**

### **Senior Technical Advisor HIV/AIDS Prevention Programming**

SOLICITATION NUMBER: SOL -621-15-000036

ISSUANCE DATE: August 11, 2015  
CLOSING DATE/TIME: September 01, 2015 at 17:00 HRS, local time  
POSITION TITLE: **Senior Technical Advisor HIV/AIDS Prevention Programming**  
MARKET VALUE: Equivalent to GS 14, \$86,399 p.a to \$112,319 p.a per annum. Final compensation will be based on the individual's qualifications and previous salary history.

PERIOD OF PERFORMANCE: Two years with the possibility of extensions. Extensions will depend upon the availability of funds, continued requirement, and contractor performance.

PLACE OF PERFORMANCE: Dar es Salaam, Tanzania

SUPERVISION: Health Office Deputy Director, USAID/Tanzania

SECURITY ACCESS: Employment Authorization

AREA OF CONSIDERATION: U.S. Citizens (offshore or resident) and Third-Country Nationals

#### **I. JOB DESCRIPTION:**

The Tanzanian mainland has a population of approximately 34 million, with an additional 1 million residing on the archipelago of Zanzibar. According to the 2003 – 2004 Tanzania HIV/AIDS Indicator Survey, HIV/AIDS prevalence on the mainland among adults is approximately 7%. The same survey reported higher prevalence among women than men, and in urban areas compared to rural. In Zanzibar the rate is significantly less at around .6% for the general population. UNAIDS estimates that approximately 1.4 million Tanzanians are living with AIDS, resulting in upwards of 140,000 deaths per year. There are about 1.1 million AIDS orphans. High general knowledge about HIV/AIDS has not significantly reduced prevalence of risk-taking behaviors.

In 2004, Tanzania was selected as a focus country for President Bush's Emergency Plan for AIDS Relief (PEPFAR). The global goals for PEPFAR are to provide treatment to 2 million HIV infected individuals, prevent 7 million new infections, and provide care to 10 million people affected by HIV, including orphans. In Tanzania, these goals translate into 150,000 people under treatment by 2009, 490,000 infections prevented, and 750,000 people receiving care. All PEPFAR programs in Tanzania are implemented through the coordinated efforts of the PEPFAR Team, consisting of the Centers for Disease Control and Prevention (CDC), the Department of Defense (DOD), the Department of State, Peace Corps, and the United States Agency for International Development (USAID). PEPFAR implementation is accomplished through numerous partners, including Government of Tanzania (GOT) ministries such as

the Ministry of Health and Social Welfare, international in local and non governmental and faith-based organizations, and community-based entities.

In FY 2015 the USG was allocated approximately \$421 million for HIV/AIDS, of which \$189 million is under USAID management. The USG PEPFAR prevention program in Tanzania aims to support the prevention goals of both the GOT and PEPFAR through multiple culturally appropriate and targeted initiatives focused on reducing individual risk through behavior change programming, capacity building, creation of an enabling policy and strategy environment, and modifications of harmful socio-cultural and gender norms.

## **II. BASIC FUNCTIONS OF THE POSITION**

The Senior Advisor will be a lead technical expert in the area of behavior change and prevention of sexual transmission of HIV, working in close collaboration with other members of US Government's (USG) prevention team and under the direct supervision and functional oversight provided by the USAID Prevention U Lead. (S)he will serve as a member of both the PEPFAR Prevention Strategic Results Unit (SRU) and the Sexual Prevention Interagency Technical Team (ITT). S/he will also serve as an expert technical resource to the Government of Tanzania and other collaborating partners and be responsible for coordinating prevention program and policy issues with these key stakeholders.

The Senior Advisor will perform a full range of management, advisory, program planning, financial oversight, and monitoring and evaluation functions. (S)he will serve as Agreement/Contract Officer's Representative (A/COR) for a range of prevention activities overseeing the overall strategic direction, relevance, coverage and quality of these activities and ensuring coordination and complementarity with other USG prevention programs and prevention initiatives funded by other donors and/or stakeholders in Tanzania. (S)he will be actively involved in the planning, design, procurement, implementation, management and evaluation of selected prevention activities with a particular focus on key and priority populations, Condoms and Other Prevention (C&OP) and Prevention with Positives (PwP). The incumbent will also be responsible for ensuring that state-of-the-art gender and stigma programming be effectively incorporated across the USAID prevention team portfolio. The Senior Advisor is expected to proactively participate in the USG Country Operational Plan (COP) strategic planning processes and to be responsible for drafting and finalizing significant sections of the prevention program area of the COP. (S)he is also expected to closely monitor implementing partners performance against targets, suggest capacity building and systems strengthening as needed - particularly for local and grassroots organizations - and produce components of the PEPFAR semi-annual and annual reports prepared for the Office of the Global AIDS Coordinator (OGAC).

The Senior Advisor will establish and maintain highly collaborative relationships with other USG PEPFAR team members, Government of Tanzania counterparts, and other donors and stakeholders active in HIV prevention programming in Tanzania. (S)he will assist the USAID Prevention Team Lead and the USG Prevention Strategic Results Unit to ensure that the HIV prevention portfolio effectively and

efficiently supports the Government of Tanzania's National Multi-Sectoral Strategic Framework for HIV/AIDS, the National Health Sector Strategy and the National HIV/AIDS Communication Strategy as well as USAID's core values of "achieving results", "teamwork and participation", "accountability", and "customer focus". As directed, (s)he may also serve as a direct technical advisor to the Tanzania Commission for AIDS (TACAIDS) as they develop and implement a national multi-sectorial prevention program.

### **III. MAJOR DUTIES AND RESPONSIBILITIES**

#### **A. SERVE AS A LEAD TECHNICAL EXPERT IN THE AREA OF BEHAVIOR CHANGE AND PREVENTION OF HIV/AIDS (33%)**

- Provide technical leadership on HIV/AIDS prevention issues to the USG and USAID mission.
- Work with designated members of USG PEPFAR team, particularly the Prevention SRU and the Sexual Prevention ITT, to support multi-sectoral state-of-the-art HIV prevention programming.
- Track and facilitate incorporation of new evidenced-based initiatives and/or innovations into the USAID and USG prevention portfolio.
- Coordinate USAID and USG prevention portfolios with the GOT's prevention strategy and with other donor and NGO prevention activities in Tanzania.
- Develop and/or maintain linkages of prevention activities with other USAID-funded activities throughout the Mission, particularly for multi-sectoral programming opportunities.
- Support and strengthen coordination and harmonization of prevention approaches and messages across USG-funded prevention activities
- Provide ongoing technical assistance to USG prevention partners, including assistance in the application of new data and research findings to program activities, building capacity in state-of-the-art prevention approaches and ensuring linkages to testing, care, and treatment programs.
- Work with other USG counterparts to coordinate learning events and lessons learned dissemination forums involving all relevant HIV/AIDS partners and stakeholders.
- Liaise with middle/senior level officials of the Government, NGOs, and other implementing agencies in the specialized areas for which the incumbent is responsible.
- Prepare and/or write documents related to the assigned area of responsibility, including drafting briefing papers, COP entries, and reporting inputs.

#### **B. CONDUCT PROGRAM MANAGEMENT, COORDINATION AND DESIGN FUNCTIONS RELATED TO PREVENTION ACTIVITIES (33%)**

- Serve as an Agreement/Contract Officer's Representative (A/COR, or Activity Manager, and conduct day-to-day management of specified prevention activities. Provide technical input on annual work plans for implementing partners and ensure these are consistent with current USG and GOT

prevention priorities.

- Review performance reports to ensure that partners are in compliance with bilateral government agreements and with the performance expectations outlined in approved work plan and contract / agreement(s) with USAID.
- Ensure that implementing partners are in compliance with all relevant USAID regulations and procedures. Based on personal observations, assessment reports, performance statistics and other available data, make programmatic recommendations to the PEPFAR Team.
- Conduct regular site visits to review program implementation and meet with beneficiaries. Based on the information collected during field visits, communicate findings and recommendations to the Prevention Team, implementing partner and, as appropriate, GOT counterparts.
- Assume a leadership role in the design of new prevention activities, and ensure these are consistent with current USG and GOT strategic directions/documents for prevention programming.

**C. SUPERVISION, MONITORING AND REPORTING (23%)**

- Maintain a regular schedule of project site visits at headquarters as well as field level. Make recommendations for adjustments of program activities as appropriate.
- Assist the Monitoring and Evaluation Specialist with updating the Performance Monitoring Plan on an annual basis. Assume responsibility for verifying the data quality, tracking tools and data synthesis and use of HIV/AIDS performance indicators, in particular those provided through prevention activities. Ensure all routine and ad hoc reporting requirements reflect fully the entire Mission's HIV/AIDS prevention indicators and reporting against targets.
- Prepare significant parts of the HIV/AIDS sections of the Mission's quarterly, semi-annual and annual report of program performance per OGAC requirements.
- Work closely with USAID partners to ensure that program achievements and lessons learned are disseminated to sector representatives. Maintain an up-to-date summary of all program technical and geographic areas.
- Monitor the appropriate use of U.S. Government HIV/AIDS funds.
- Maintain detailed and updated project management files for each activity.

**D. PROJECT FINANCIAL MANAGEMENT (10%)**

- Assume responsibility for the financial management of assigned activities which includes ensuring that obligations, expenditures, and budget pipelines conform to action plans. Ensure appropriate and timely incremental funding of activities.
- Ensure that program activities are in compliance with USAID financial regulations. Report any financial discrepancies to the HIV/AIDS Community-based Services Team Leader, the HIV/AIDS Prevention Unit Lead, and the Financial Management Specialist. Keep the Mission Controller and Financial Management Specialist informed on the liquidation of advances. Review and provide administrative approval for assigned activities.

- Ensure compliance with Non-Federal Audits (NFAS) and closure of open recommendations. Maintain a monthly project financial management tracking system.

#### **IV. QUALIFICATIONS**

**A. EDUCATION** – Masters-level or higher training in public health, social or behavior science or related field required, though ten years' significant professional experience relating to HIV/AIDS prevention programming may be substituted for a Master's degree.

#### **B. WORK EXPERIENCE**

- A minimum of 10 years of progressively responsible experience in HIV/AIDS strategy and program development and implementation, with specific reference to prevention of sexual transmission in diverse contexts;
- Comprehensive understanding of HIV/AIDS prevention and community-based initiatives, including program design, implementation and evaluation;
- Experience in behavior change methodologies and their application to HIV/AIDS is particularly desired;
- Program design and effective implementation experience in East Africa/a generalized epidemic setting strongly desired;
- Evidence of excellent interpersonal, facilitation, and teamwork skills/experience is required;
- Demonstrated ability in building and maintaining close counterpart relationships, both governmental and in the community, is highly preferred.
- Demonstrated ability to work collaboratively and effectively in a high performance environment and under tight deadlines is required.
- Strong working competency in computer applications and excellent verbal and written communication English skills are required.
- Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation is preferred.
- Knowledge of or experience working with the President's Emergency Plan for AIDS Relief as well as USAID preferred

#### **C. POST ENTRY TRAINING**

Training will be required and provided in the following areas: USAID project and financial management system, the application of USAID regulations, monitoring and evaluation, as well as periodic state-of-the-art training to maintain professional competency. This may include appropriate on the job training and other opportunities. In country and regional training is preferred.

#### **D. LANGUAGE**

Level IV (fluent) English. The ability to communicate effectively in both written and spoken English is required.

#### **E. KNOWLEDGE**

Must have thorough knowledge of program design, implementation, and evaluation. Must possess a comprehensive understanding of state-of-the-art HIV/AIDS prevention program design and implementation, behavior change communication strategies, and effective interventions for working with at-risk populations. Must be performance-based and be familiar with current thinking regarding effective monitoring and evaluation strategies related to measuring progress towards behaviour change. Word processing skills are essential; spreadsheet development and graphics applications are highly useful.

#### **F. SKILLS AND ABILITIES**

The position requires good organisational and management skills, strong analytical skills, good social and professional judgement, strong listening skills, and excellent interpersonal skills in cross-cultural settings. It also requires the ability to interact effectively with mid and senior level government officials and to maintain collaborative working relationships within a multi-agency team structure.

The selected candidate must be capable of generating high quality work, particularly the production of documents and materials under time pressure and in complex situations. (S)he must be able to communicate effectively verbally and in writing in English and be able to lead and coordinate technical and policy discussions and meetings effectively. (S)he must be able to rapidly analyze information, evaluate data, and prepare reports and related documents as required.

### **V. QUALIFICATIONS AND SELECTION CRITERIA**

Candidates will be evaluated and ranked based on the following selection criteria:

- **Education – 10 points:** Master's degree (or above) in clinical and/or public health, epidemiology, demography, social or behavior science or related field.
- **Work Experience – 40 points:** A minimum of ten (10) years of progressively responsible experience in HIV/AIDS prevention or other preventive health and behavior communication change strategy development and implementation.

- **Knowledge and Skills – 50 points:** Comprehensive and in-depth understanding of HIV/AIDS prevention and communications approaches and community-based health change communication strategies, effective combination-prevention approaches and integrated programming for a multi-sectorial response. Strong competency in computer applications to carry out management and statistical analysis. Ability to operationalize policy directives into activity design, implementation, integration, monitoring and evaluation. Ability to analyze problems/situations and plan, design and carry out operations research and relevant project studies. Ability to adapt to programming and technological changes and establish new concepts or programs accordingly. Provide leadership and make recommendations regarding public policy and programs. Excellent written and oral communication skills. Supervision of subordinates and the ability to effectively manage diversity in a cross-cultural setting. Knowledge of or experience working with the President's Emergency Plan for AIDS Relief. Demonstrated leadership, negotiation and supervisory skills to manage and direct other professional and technical staff. Ability to conceptualize, develop and implement new strategies/initiatives in HIV prevention. Plan, develop and carry out initiatives which are essential to the USAID/Tanzania Mission. Demonstrated technical leadership at conferences, meetings and through presentations to resolve controversial issues and influence decision makers. Capable of generating high quality work, particularly the production of documents and materials under time pressure and in complex situations. S/he must be able to communicate effectively verbally and in writing in English and be able to lead and coordinate technical and policy discussions and meetings effectively. S/he must be able to rapidly analyze information, evaluate data, and prepare reports and related documents as required.

#### **VI. TERM OF PERFORMANCE:**

The base term of the contract will be for two years, which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-14 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history. In addition to the basic salary, differentials and other benefits in effect at the time and which are applicable and subject to change on a similar basis as for direct-hire USG employees, will be added.

#### **VII. SECURITY AND MEDICAL CLEARANCE**

The Contractor will be required to complete a full physical examination (including relevant immunizations) from his/her own physician and then obtain a medical clearance from State M/MED prior to service overseas. Also, USAID/Tanzania must initiate a security clearance prior to the Contractor's travel to post of duty. Until a final adjudication of a security clearance is received, the contractor shall:



- Have no access to classified or administratively controlled materials;
- Travel to post by himself/herself only; and,
- Be authorized no entitlements other than those normally authorized for short-term (less than a year) employees at post.

If USAID/Tanzania fails to obtain a security clearance, the contract will be immediately terminated.

## **VIII. BENEFITS & ALLOWANCES**

As a matter of policy and appropriateness, a USPSC is typically authorized the following compensation amenities (NOTE: An individual defined as a Resident Hire employee may not be eligible for those benefits listed under item A below.) An individual defined as a TCN employee and paid under Appendix D, will be eligible for all the following benefits except FICA Contribution.

### **A. BENEFITS**

Employee's FICA Contribution \*  
Contribution towards Health and Life Insurance  
Pay Comparability Adjustment  
Annual Increase  
Eligibility for Worker's Compensation  
Annual and Sick Leave  
Access to Embassy medical facilities and pouch mail service  
Shipment and Storage of household effects [limited shipment authorized]

\*NOTE: As a US citizen or US resident (Green Card holder), the Contractor's salary will be subject to employee's FICA and Medicare contribution.

### **B. ALLOWANCES (if applicable)\***

- (1) Temporary Lodging Allowances (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Separate Maintenance Allowance (Section 260)
- (6) Education Allowance (Section 270)
- (7) Education Travel (Section 280)
- (8) Post Differential (Chapter 500)
- (9) Payments During Evacuation/Authorized Departure (Section 600), and

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- (10) Danger Pay (Section 650
- (11) Consumables Allowance

**C. FEDERAL TAXES:** USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

## **IX. LIST OF REQUIRED FORMS FOR USPSCs**

For initial consideration:

1. [Form AID 302-3](#)

Upon advice by the Contracting Officer, the finalist candidate will complete and submit the following forms:

2. Contractor Employee Biographical Data Sheet (AID 1420-17)
3. Medical Clearance Form (DS 6561)
4. Questionnaire for Sensitive Positions (for National Security) (SF-86)
5. Finger Print Card (FD-258). \*\*(Available from the law enforcement offices or in USAID/Washington).

Forms outlined can be found at <http://www.gsa.gov/forms>.

## **X. INSTRUCTIONS TO APPLICANTS**

Qualified applicants are requested to submit a completed U.S. Government Form AID 302-3 and a Resume containing the following information:

- 1) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- 2) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- 3) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;

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- 4) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
- 5) Applicants are required to provide three (3) to five (5) references with complete contact information, including E-mail address and telephone numbers.

Interested applicants should send the above via FAX, email, international mail, international courier, or Department of State official mail to the attention of the Executive Officer, Jolcy Fernandes, at the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and in the subject line of any cover letter. If the application is submitted by email or fax, hard copy must be submitted by mail.

Applications must be received by FAX, Email or separate post by closing date and time specified in the cover letter of this solicitation and should be submitted to Ms. Jolcy Fernandes on Email: [jfernandes@usaid.gov](mailto:jfernandes@usaid.gov), via FAX at 255-22-2294421, or at the following addresses:

**International Mail**

Jolcy Fernandes, Executive Officer  
USAID/Tanzania  
P.O. Box 9130  
Dar es Salaam, Tanzania  
Telephone: 255-22-2294490 x 4773  
FAX: 255-22-2294421  
E-Mail: [jfernandes@usaid.gov](mailto:jfernandes@usaid.gov)

**U.S. Mail: \*\***

Executive Officer  
USAID/Tanzania  
2140 Dar es Salaam Place  
Dulles, Va. 20189-2140

**Courier:**

Executive Officer  
United States Agency for International Development  
Mission to Tanzania  
686 Old Bagamoyo Road

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Msasani, Kinondoni District  
Dar es Salaam, Tanzania

\*\* Please note that delivery times for the Department of State official pouch can vary, allow at least two weeks. USAID/Tanzania cannot be responsible for any delays in delivery through the official pouch.

#### **XI. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PERSONAL SERVICE CONTRACTS (USPSC)**

AAPDs contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance. There are a number of AAPDs pertaining to Personal Services Contracts. Please refer to the USAID website [http://www.usaid.gov/business/business\\_opportunities/](http://www.usaid.gov/business/business_opportunities/) to locate relevant AAPDs. Additionally, AIDAR Appendix D applies to USPSCs and can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

*USAID IS AN EQUAL OPPORTUNITY EMPLOYER: In selecting personnel there will be no discrimination based on race, color, religion, sex, politics, marital status, physical handicap, HIV/AIDS status, age, or membership or non-membership in an employee organization.*